Recognition of Prior Learning Policy and Procedures

POLICY CODE: QA1.6
Related Outcome Standard: 1.6

NATIONAL CODE OF PRACTICE FOR PROVIDERS OF EDUCATION AND TRAINING TO OVERSEAS STUDENTS 2018
(CTH). STANDARD 2

Purpose

The purpose of this policy is to ensure that Cornell Institute of Training provides fair and transparent processes for recognising the prior learning, skills, and competencies of VET students. This allows eligible students to progress through their training without duplication, while upholding the integrity of the training production compliance with the Outcome Standards for NVR Registered Training Organisations Instrument 2025 (Cth) and the National Code 2018.

Legislative Background

Outcome 1 – Training and Assessment, Division 3 – RPL and Credit Transfer, Standard 1.6, National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).

Standard 2 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)

Scope

This policy applies to all:

- Training products on the Cornell Institute of Training's scope of registration.
- Prospective and currently enrolled students seeking RPL.

Policy Statement

Cornell Institute of Training recognises that students may enter training with existing skills, knowledge, or experience gained through work, informal study, or life experience.
To support learner progression and promote flexibility, the CIT will:

- Provide all VET students information about the Recognition of Prior Learning RPL process and access to this policy and procedure.
- Provide all VET students with the opportunity to apply for Recognition of Prior Learning (RPL).
- Ensure RPL assessments are conducted in accordance with the principles of assessment and rules of evidence.
- Apply fair, consistent, and transparent decision-making processes.
- Maintain complete and accurate records of all RPL applications, evidence, and decisions.
- Provide a written record of the RPL decision to the student and retain the same for two years after the student ceases to be an accepted student.

- Create a Confirmation of Enrolment (CoE) that reflects the shortened course duration where RPL shortens the course duration.
- Update the Confirmation of Enrolment (CoE), notify PRISMS and the international student as required, where the RPL is applied and approved after the enrolment and the course duration is shortened.

RPL will only be granted where competency is demonstrated to the same standard as required by the relevant unit of competency.

Procedures

Information and Access

The Cornell Institute of Training ensures that prior to enrolment, during enrolment and at orientation, all students are:

- Informed of their right to apply for RPL.
- Provided with access to the RPL Policy, Procedure, and Application Form.
- Directed to support staff or the Compliance and Training Manager for guidance.

This information is also made available via the student handbook, website, and pre-enrolment materials.

Application

To apply for RPL, a student must:

- Submit a completed RPL Application Form.
- Provide a portfolio of evidence that demonstrates current competency against relevant units.

The Cornell Institute of Training Student Support Officer shall receive the application form and

- Log the same into the RPL Register and
- Refer the application to the Compliance and Training Manager.

The Compliance and Training Manager shall allocate an assessor to complete the RPL consultation, evidence collection and judgement.

The assessor schedules RPL meetings with the students who must participate in an initial consultation with assessor to confirm eligibility and evidence requirements and then subsequent meetings as required.

The student must provide any further information and evidence as required and requested by the Cornell Institute of Training assessor.

Assessment of RPL

Cornell Institute of Training ensures that a qualified assessor:

- Reviews the application and supporting evidence portfolio.
- Conducts competency conversations, workplace observation (if applicable), or provides students to complete other tasks (if required).

- Evaluates the evidence against each element and performance criteria of the unit using the RPL Assessment Tool.

All assessments must comply with the Principles of Assessment (fairness, flexibility, validity, reliability) and the Rules of Evidence (validity, sufficiency, authenticity, currency).

Cornell Institute of Training ensures, RPL is granted only where full competency can be confirmed.

RPL Decision and Documentation

Cornell Institute of Training assessor ensures that all decisions are made:

- Based on sufficient and verifiable evidence.
- Recorded in the RPL Decision Report.
- Communicated to the student in writing within 10 working days.
- RPL outcomes must not be influenced by course completion targets or delivery schedules.

Cornell Institute of Training Student Support Officer enters the RPL decision into the Student Management System and ensures all relevant documents are saved in the student's file.

Appeals and Reassessments

Students who disagree with the RPL outcome may:

- Lodge a formal appeal as per the Cornell Institute of Training Feedback, Complaints and Appeals Policy and Procedures.
- Request a second assessor to review the application and evidence.

Cornell Institute of Training Compliance and Training Manager ensures, all appeals are responded to within the timelines specified in the policy.

Ongoing Monitoring and Continuous Improvement

Cornell Institute of Training Compliance and Training Manager reviews the RPL evidence to support the assessor and RPL judgement to ensure a fair decision is made.

Responsibilities

CEO: Provides strategic oversight and ensures organisational systems support valid and fair RPL processes.
Compliance and Training Manager: Oversees implementation of the process, supports assessors, and reviews RPL decisions, Ensures documentation, process integrity, and policy compliance

Assessors: Conduct RPL assessments in line with competency requirements and assessment standards.

Student Support Officer: Updates student records and maintains evidence in the CIT's Student Management System.

Supporting Documents

- Training and Assessment Strategies
- RPL Application Form
- RPL Register

- RPL Assessment Tools
- RPL Assessor Guides
- RPL Decision Report

Related Policies

- QA1.1 Training and Assessment Strategy Policy and Procedures
- QA1.3 Assessment Tool Review and Quality Assurance Policy and Procedures
- QA1.4 Assessment Policy and Procedures
- QA2.7 & 2.8 Feedback, Complaints and Appeals Policy and Procedures
- CR 3.17 Third Party Arrangements Policy and Procedures
- Student Code of Conduct
- Student Handbook

Operational Procedure Table: Recognition of Prior Learning

Action	Responsible Staff	Supporting Document	Timing/Frequency
Provide RPL information to students	Student Support Officer	Student Handbook, Website	At enrolment and orientation
Receive and log into an **RPL application**	Student Support Officer	RPL Application Form RPL Register	Upon receipt
Conduct evidence-based RPL assessment	Assessor	RPL Assessment Tool	Prior to training delivery
Document and communicate decision	Assessor	RPL Decision Report	Within 10 working days
Record in SMS and student file	Student Support Officer	RPL Register and SMS	After decision
Handle appeal or reassessment request	Compliance and Training Manager	Complaints and Appeals Policy	As needed
Monitoring and Improvement	Compliance and Training Manager	CI Register (if required)	As needed

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